



NATIONAL ENDOWMENT FOR THE ARTS

FINAL DESCRIPTIVE REPORT

Revised November 2002

Submit the completed Final Descriptive Report (FDR) within 90 days after the end of your grant period. In Part I, describe your project and its accomplishments. In Part II, provide quantitative data about project activities and audiences/ participants. (Arts Learning grantees must also submit Part III.)

You may complete the information on-line, print out and type directly on this form, or copy this information onto your personal computer. For further instructions, consult your *Reporting Requirements*. You may fax the report to 202/682-5609 or 5610.

Grantee:		Grant #: _ _ - _ _ - _ - _ _ - _ _ - _ _
Contact Person:		E-Mail:
Telephone: ()	ext.	Fax: ()
Period of Support:	Start Date (mm/dd/yy): / /	End Date (mm/dd/yy): / /

PART I: Project Narrative. Begin by briefly summarizing the project in the space below (i.e., what activities were carried out, for whom, and with what results?)

Continue your narrative in the next section. Address the following points, as applicable. (Attach up to 2 additional pages; the section will NOT continue automatically to a second page. Include Grantee Name and Grant # on all pages.)

1. **What activities did the grant support and what did the project accomplish?**
2. **Who were the key artists and partnering organizations, and what was the nature of their involvement?**
3. **What was the impact on – or benefit to – your organization, your discipline/field, and/or community?**
4. **Were you able to carry out the approved project activities? If not, please explain.**

Note: We encourage you to include "human interest" stories or other anecdotal information about the project. You may also include programs, reviews, relevant news clippings, or other evidence of your accomplishments (no more than three copies of each item) as attachments. Finally, be sure to review your "Reporting Requirements" to determine if you must submit specified work products in addition to your narrative.

Final Descriptive Report, continued

Grantee: _____

Grant #: ____ - ____ - ____ - ____ - ____

For Part II, figures should encompass only those activities and individuals *directly affected by or involved in* your project between the start and end dates of the grant period. Leave blank any items that are not applicable or for which you do not have actual figures or reasonable estimates.

PART II A. PROJECT ACTIVITY:

- _____ **# of artworks created**
(Do NOT include student works, adaptations, re-creations, or re-stagings of existing works.)
- _____ **# of concerts/performances/readings**
- _____ **# of lectures/demonstrations/workshops/symposiums**
- _____ **# of exhibitions curated/presented**
(Include visual arts, media arts, films, film festivals, and design. Count each curated film festival as a single exhibition.)
- _____ **# of books and/or catalogues published**
(The # of different titles, not the # distributed. Do NOT include performance programs or guides, newsletters, or other ancillary materials.)
- _____ **# of artworks conserved/restored to save or prevent from decay or destruction**
- _____ **# of artworks identified/documentated**
(For the purpose of creating a comprehensive list, inventory, or catalog. Include works digitally converted for documentation or access purposes.)

- _____ **# of artists' residencies**
(Artists' activities in schools or other community settings over an extended period of time.)
- _____ **# of schools (pre-K through grade 12) that actively participated**
(Those schools that were involved actively in your project, not those to which material simply was distributed.)
- _____ **# of organizational partners**
(Organizations that combined resources and worked together to make the project happen. Do NOT include funders unless they actively participated.)
- _____ **# of apprenticeships/internships**
- _____ **# of hours broadcast on radio or television**
(Complete airing of any program that broadcasts the supported project or event. You may include hours for an initial broadcast that occurs after the end date for the project **only** if it will be a direct result of this grant. Do NOT include public service announcements, advertising, or other promotional activities, and do NOT include Web-casts.)

PART II B. PARTICIPANTS/AUDIENCES BENEFITED:

- _____ **# of artists**
(Those artists who actively participated in the project, including members of performing groups and living artists whose work was represented. Do NOT include technical, managerial, or administrative support. If an artist is also a teacher, you may count that person as **either** an artist **or** a teacher, but not both.)
- _____ **# of teachers**
(Those teachers who actively participated in the project. If a teacher also is an artist, you may count that person as **either** an artist **or** a teacher, but not both.)
- _____ **# of children/youth**
(Those 18 years of age or younger.)

- _____ **Total # of individuals benefited**
(Include all those from the left column **plus** others who were involved in your project between the grant start and end dates. Do NOT include broadcast audiences; see below.)
- And if applicable:
- _____ **For radio or TV broadcasts, the total # of individuals reached**
(Include broadcasts via radio and TV; do NOT include Web-casts. You may include audience figures for an initial broadcast that occurs after the end date for the project **only** if it will be a direct result of this grant.)

The following is for Arts Learning grantees only. (Refer to your grant award letter if you are unsure if it applies to you.)

Part III. Outcomes and Measurements of Success. In addition to the information provided in Part I, Arts Learning grantees must also provide the following (up to one page):

Identify the Endowment outcome(s) addressed by this project. What measurements (or indicators) of success did you use? If you did not achieve a planned outcome, please explain. For more information about outcomes, go to: <http://www.arts.gov>.